

Interview Selection Report for position # _____

Date: _____

Instructions:

1. Provide a short written description for the five most important minimum qualifications for this position and assign a rating on that qualification for each applicant. (This can be handwritten.) **However, the candidates MUST meet all tangible minimum qualifications.**
2. Indicate the Veteran Status of each applicant and note that Veterans, surviving spouse/child of a veteran killed in the line of duty or a member of the Virginia National Guard **must** be given extra credit for their veteran service. An applicant shall only be given credit for a preference in one category. If an applicant is a disabled veteran, then you would give an additional 3 points.
3. Total each line and indicate Yes or No as to which applicants you are selecting to interview.

The information in this spreadsheet will assist you when entering documentation for your selections into PAPERS and is to be retained in your departmental recruitment file. It is subject to audit by Human Resources.

Ratings:

- | | | |
|---|---------------|--|
| 0 | None | Unable to evaluate from information in the application and/or resume or no related knowledge, experience, skills, or education/training |
| 1 | Some | Sufficient familiarity with the subject to perform elementary tasks and understand simple problems with close supervision. A superficial knowledge of practices, terminology, or principles. Usually less than one year's experience or some related education. |
| 2 | Basic | Sufficient knowledge of the subject to resolve typical problems and perform normal job tasks without close supervision. A general knowledge of terminology and principles. Experience and/or education/training more closely related. |
| 3 | Considerable | Mastery or principles and practices. Able to resolve unusual problems and perform effectively in both typical and unique work situations. Several years related experience and/or education/training. Able to work without direct supervision. |
| 4 | Comprehensive | Complete mastery of the theory and practice of a subject. Able to independently resolve problems and perform effectively in unprecedented work situations. Several years directly related experience and/or advanced training or graduate education. May have completed professional or trade certification. |

